Guidelines and Form for Exam Accommodations

Students whose exam is scheduled through the Office of Disability Services must have appropriate documentation on file. To assure that the exam is modified in accordance with the student’s needs and the instructor’s wishes, we ask that you use this form. Student and instructor work together to fill out this form completely. Please do not sign the form until all the information is completed.

- The student and instructor fill this form out together. Please do not sign the form until all the information is completed.
- The instructor returns the form to Disability Services one week prior to the testing date.
- Please NOTE: Students are supervised by Disability Services staff, however, students test in private rooms, and are expected to adhere to the honor code.

Name: ________________________________________________________________

Course: ___________________________________ Instructor: _______________________

Date to take exam: ________________________________

Exam Time (including any extra time): Beginning _________________ Ending _________________

Test Accommodations

____ time-and-a-half  __________ use of a cleared laptop

____ double time

How will exam be delivered?

____ included with this form  __________ student being tested will deliver

____ instructor will deliver  __________ campus mail

How will exam be returned?

____ student being tested will return  PLEASE NOTE: EXAMS ARE NO LONGER

____ instructor or instructor’s designee will pick up  RETURNED VIA CAMPUS MAIL

Beyond the modifications listed above, what other materials may the student use?

____ lecture or other notes  __________ calculator

____ textbook  __________ computer aids (spellcheck, etc.)

____ dictionary/thesaurus  __________ other aid(s) (list on reverse)

____ other book(s) (list on reverse)  __________ laptop

Instructor’s signature: __________________________ Date: ________________

Student’s signature: __________________________ Date: ________________

If you have any questions, please contact Disability Services at x4464